

Illinois Lobbyists

Electronic Expenditure Filing Instructions



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Secretary of State
State of Illinois**

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INTRODUCTION

This Guide provides information explaining how to prepare reports in the most efficient manner in an effort to maintain compliance with the Lobbyist Registration Act. Included are copies of the website screens that will be used to perform the data entry requirements. The review of this guide, prior to entering the reporting system, should help you prepare for filing and reduce questions that may arise during the filing process.

A registrant's Authorized Agent must file an expenditure report even if no reportable expenditures were incurred during the reporting period. The report should contain the reportable expenditures of all the entity's lobbyists. Lobbyists registered exclusively under an entity are not required to submit their own report.

EXPENDITURE INFORMATION

Entity Responsible For Reporting

The reporting of expenditures is determined by who actually made a reportable expenditure. Specifically:

- If an expenditure is made by a registered entity or by that entity's exclusive lobbyist, the expenditure is reported by the registered entity.
- If an expenditure is made by a contractual lobbying entity and a client did not reimburse the contractual lobbying entity, the contractual lobbying entity reports the expenditure.
- If an expenditure is made by a contractual lobbying entity and a client reimbursed the contractual lobbying entity during the reporting period, the client reports the expenditure.

Non-reportable Expenditures

Examples of non-reportable expenditures include the following:

- Campaign contributions;
- Lobbyist's personal expenses;
- Office, clerical or support staff expenses;
- Salary, fees and other compensation paid to registrant for lobbying; or
- Expenditures made on behalf of an official that are returned or reimbursed prior to the filing deadline for submission of the report.

Reporting Schedules

Expenditure reporting is performed by using the different types of schedules and reports listed below:

- **Itemized Schedule** – Use this schedule to report any single, individual expenditure made on behalf of an "Official."
- **Large Gatherings Schedule** – Use this schedule to report expenditures incurred when hosting a reception or benefit to which **25 or more** "Officials" are invited.
- **Giveaways Schedule** – Use this schedule to report expenditures incurred for generic gifts, product samples or substantially identical items given to **25 or more** "Officials."
- **Grass Roots Lobbying Statement** – Use this statement to report an expenditure made by an individual who participates in a Grass Roots communication and makes an expenditure on an "Official" during a Grass Roots communication or event sponsored by the registered entity. *These statements allow member organizations or individual members to make and report expenditure(s) through the registered umbrella organization without having to register themselves as lobbyists.*
- **Expenditure Summary Report** – This report summarizes the amounts of all reported expenditures by category. The report is automatically generated from the expenditures entered into the system through the above-mentioned schedules.

Report Deadlines/Late Fees

Expenditure Reports are required as follows:

- Expenditure reporting is semi-monthly.
- All reports must be filed by 11:59 p.m. on the day of the filing deadline. There is no extension of a filing deadline when holidays or weekends are part of the filing period.
- Entities that fail to file expenditure/activity reports by the required deadlines are subject to a \$50 late fee. Filings submitted more than 15 days after the deadline also will be charged a \$100 penalty fee when submitting the report.

Expenditure Reporting Calendar

Reporting Period:

January 1 – 15
January 16 – 31
February 1 – 15
February 16 – 29
March 1 – 15
March 16 – 31
April 1 – 15
April 16 – 30
May 1 – 15
May 16 – 31
June 1 – 15
June 16 – 30
July 1 – 15
July 16 – 31
August 1 – 15
August 16 – 31
September 1 – 15
September 16 – 30
October 1 – 15
October 16 – 31
November 1 – 15
November 16 – 30
December 1 – 15
December 16 – 31

Filing Period Opens:

January 1
January 16
February 1
February 16
March 1
March 16
April 1
April 16
May 1
May 16
June 1
June 16
July 1
July 16
August 1
August 16
September 1
September 16
October 1
October 16
November 1
November 16
December 1
December 16

Filing Deadline (11:59 p.m.):

January 20
February 5
February 20
March 5
March 20
April 5
April 20
May 5
May 20
June 5
June 20
July 5
July 20
August 5
August 20
September 5
September 20
October 5
October 20
November 5
November 20
December 5
December 20
January 5

Officials Required to Report

The electronic expenditure reporting system provides a reporting mechanism only for Officials or Official Titles, which are listed on pages 27 - 28. If expenditures were made on behalf of other individuals, they are not required in an expenditure report.

Notification to an Official

The law requires that lobbyists who make an expenditure on behalf of an official must inform the official in writing contemporaneously with the official's receipt of the expenditure, that the expenditure is a reportable expenditure and that the official will be included in the report submitted to the Secretary of State.

Within 30 days after a filing deadline, each official shall again be notified that an expenditure made on his or her behalf has been reported. No specific notification form is required; however, the notification should include the name of the lobbying entity, the total amount of the expenditure, the date on which the expenditure occurred, a description of the expenditure, location of the expenditure, and the subject matter of the lobbying activity.

NOTE: THESE NOTIFICATIONS MUST BE FILED ONLY WITH THE OFFICIAL AND NOT WITH THE SECRETARY OF STATE.

Affirmations

Exclusive Lobbyists are required to file an online affirmation attesting to the accuracy of any expenditure reports filed with the Secretary of State, as those reports pertain to itemized expenditures made by the lobbyist. An affirmation is required for any lobbying entity with whom the lobbyist is or was registered as an exclusive lobbyist during the semi-annual period.

Affirmations will pertain to any of the semi-monthly expenditure reports or amendments filed by an employing lobbying entity during the periods of Jan. 1 through June 30 and July 1 through Dec. 31. Notification of impending filing periods will be emailed to each lobbyist and each entity's Authorized Agent. Exclusive Lobbyists have 30 days from the date of the notice to file their Affirmation(s).

It is critical that Authorized Agents perform two important tasks in an effort to provide their lobbyists with the ability to file an accurate Affirmation:

- All semi-monthly expenditure reports must be filed.
- All lobbyists' email addresses are current in the entity's registration file.

Lobbyists may review expenditure reports filed by his or her entity at www.cyberdriveillinois.com:

- Select **Lobbyist Activities**.
- Select **Lobbyist Information Search**.
- Select **Search**.
- Select **Expenditure Report Search** and click **Submit**.

At the **Expenditure Report Search** screen:

- Select the registration year; type the employer/entity name and click **Submit**;
- Select and click on the Entity Name;
- Select **View Expenditure** for each semi-monthly report within the semi-annual affirmation period.

Lobbyists will have the resources available to compare his or her personal expenditure records with those reported to the Secretary of State by the Authorized Agent of the employer/entity. If the lobbyist's personal records of expenditures and the expenditure reports match, the lobbyist is then ready to file his or her affirmation.

If the comparison of the lobbyist's records and the employer's expenditure reports indicate errors or omissions of expenditure information, the lobbyist must reconcile the error or omission with the Authorized Agent of the employer entity. Once reconciled, the Authorized Agent must amend the appropriate report. The lobbyist will then be able to file the Affirmation.

If the lobbyist needs additional time to acquire receipts, credit or debit card records or other expenditure information in order to file the Affirmation, a request for a filing extension must be made in writing to the Index Department **at least two business days prior to the deadline** for filing the Affirmation. The request for extension may be mailed to the Lobbyist Division, Index Department, 111 E. Monroe St., Springfield, IL 62756; or faxed to 217-557-8919; or emailed to elobbyist@ilsos.net. A request for an extension must include the name of the lobbyist, the employer/entity and a detailed reason for the need of an extension. Lobbyists receiving extensions will have the deadline extended by 45 days.

Lobbyists may access the Affirmation statement online at www.cyberdriveillinois.com:

- Select **Lobbyist Activities**;
- Select **Mandated Filings for Exclusive Lobbyists**;
- Enter your **PIN ID** and **Entity ID** in appropriate fields;
- Proceed with submitting Affirmation statement.

ELECTRONIC EXPENDITURE FILING INSTRUCTIONS

To file an Expenditure Report for a registered entity, visit the Secretary of State's website at www.cyberdriveillinois.com:

- Select ***Lobbyist Activities***.
- Select ***Lobbyist Registration and Expenditure Reporting***.
- Select ***File***.
- At the login page, enter the Authorized Agent's **User Name** and **Password**.

Access to the expenditure filing system will be opened on the first day of each reporting period. The deadline is 11:59 p.m. on the last day of the filing period. There is no extension of a filing deadline when holidays or weekends are part of the filing period. The system is programmed to retain expenditure information as it is being entered during the filing period. Your file can serve as a data repository until all entries for the reporting period are completed and the Authorized Agent clicks ***Submit Expenditures*** to file the report.

NOTE: Entering and storing information in the expenditure system does not constitute a filing. The actual filing procedure must be executed by the required deadline or late fees will be assessed.

Updating registration files prior to filing the Expenditure Report is important. It is a requirement that the registration file be amended, if necessary, by adding or terminating exclusive lobbyists or clients whose status has changed since the last report. Such updates will automatically populate required fields in the Expenditure Report and make filing expenditures more convenient.

Reporting Multiple Officials for Identical Expenditures

Often, multiple state officials are the beneficiaries of the same or identical expenditures. This type of expenditure most frequently occurs when multiple officials are at the same dinner or event with a lobbyist and the expenditure is prorated equally. For example: A lobbyist and five legislators have dinner. The bill total for the meal is \$120.60. The bill is divided equally by six, the number of attendees, resulting in an individual expenditure amount of \$20.10.

In the past, each of the five legislators would be reported separately using an Itemized Expenditure Schedule and the Authorized Agent would be required to enter the expenditure data five times. Now, the expenditure data may be entered once, and the five legislators' information may be entered.

Helpful Tips for Preparing to File

- Update the registration file for names of clients, contractual lobbyists and exclusive lobbyists who have been added or deleted since the previous report.
- Update the registration file for changes in email addresses.

For your convenience, please have the following information available for expenditure reporting:

Itemized Expenditures:

- Date of expenditure;
- Amount of expenditure;
- Category of expenditure;
 - Gifts
 - Gifts based on personal friendship
 - Honoraria
 - Meals, beverages and entertainment
 - Travel and lodging
 - Other: Any item or service of value that is not listed in the above categories.
- Name and job title of the official on whose behalf the expenditure is made;
- Official's employer;
- Name of lobbyist present;
- Type of lobbying – Executive, Legislative or Administrative;
- Subject matter of the lobbying;
 - HB123, SB789, HR456, etc.
 - Categorical subject, or
 - Goodwill
- Description of the expenditure;
- Purveyor or vendor of expenditure;
- Address or location of expenditure;
- Name of client who benefitted from the expenditure.

Large Gatherings:

- Date of expenditure;
- Total amount of expenditure;
- Estimated number of attendees;
- Estimated number of officials attending;
- Brief description of the event (150 characters).

Giveaways:

- Date of the expenditure;
- Total amount of the expenditure;
- Estimated number of officials receiving the item;
- Brief description of the item(s) given to officials (150 characters).

Grass Roots Expenditures:

- Date and the amount of expenditure;
- Category of expenditure;
- Name of official who is the recipient of the expenditure;
- Name, address and phone number of person making the grass roots expenditure.

Login

Welcome to the Illinois Lobbyist System

[Log In](#)[Contact Us](#)

Notice To All Lobbying Entities And Lobbyists

The Lobbyist Registration and Expenditure Reporting Systems have a new look to the registration and reporting formats. We are aware of the benefits of maintaining continuity in our user-friendly system, therefore the changes are mostly visual, and the functioning of the web pages for your registration and reporting tasks are virtually unchanged.

As always, you are encouraged to be familiar with the Lobbyist Registration Guide and the Expenditure Reporting Guide in order to maintain compliance with the Lobbyist Registration Act, and avoid filing errors and unnecessary late fees.

Most important items for your review include:

- Expenditure reporting on a semi-monthly schedule.
- Expenditures' itemization, regardless of amount.
- [Ethics training publication](#) for all lobbyists.
- [Prohibition of Sexual Harassment training publication.](#)
- Affirmation of expenditure reports by lobbyists.
- Termination Requirements for registered Exclusive Lobbyists.

The Secretary of State's online lobbyist maintenance system provides lobbying entities and individual lobbyists periodic informational notices via email. It is important that changes in email addresses are immediately updated by amending lobbyist registration files. Please remember that lobbyist registration is a public document. Any lobbyist who does not want his or her home address, home email address or home phone to be listed publicly should provide workplace or other alternate contact information.

If you are a new authorized agent, [register now](#).

User Name required

Password

[Forgot your User Name or Password?](#)

To login to the Illinois Lobbyist System:

- ❑ Enter User Name,
- ❑ Enter Password,
- ❑ Click *Submit*.

If you have forgotten your User Name and Password, select ***Forgot your User Name or Password?***
Enter the email address registered to the Authorized Agent. The information will only be returned to the registered email address of the Authorized Agent.

If during the expenditure reporting process a period of inactivity by the user occurs, the system will automatically timeout and close.

Select Entity

Illinois Lobbyist System

Authorized Agent's Entity List

JOHN DOE is logged in • [Logout](#)
[Agent Management](#) • [Contact Us](#)

This is a list of all the lobbying entities for which you are the Authorized Agent on record. To perform an activity related to any of these entities, select the radio button next to the Entity Name and then select the appropriate Registration Year for your intended transaction and choose continue at the bottom of the page.

If you wish to register an entity that has never before been registered by you or any other authorized agent, you can [Add a New Entity](#) now.

<input type="radio"/> ABC LOBBYING SERVICES	
Entity ID	8283
Address	123 MAIN ST. SPRINGFIELD, IL 62701
Year	<div>Select One ▼</div>

If you wish to register an entity that has never before been registered by you or any other authorized agent, you can [Add a New Entity](#) now.

Continue

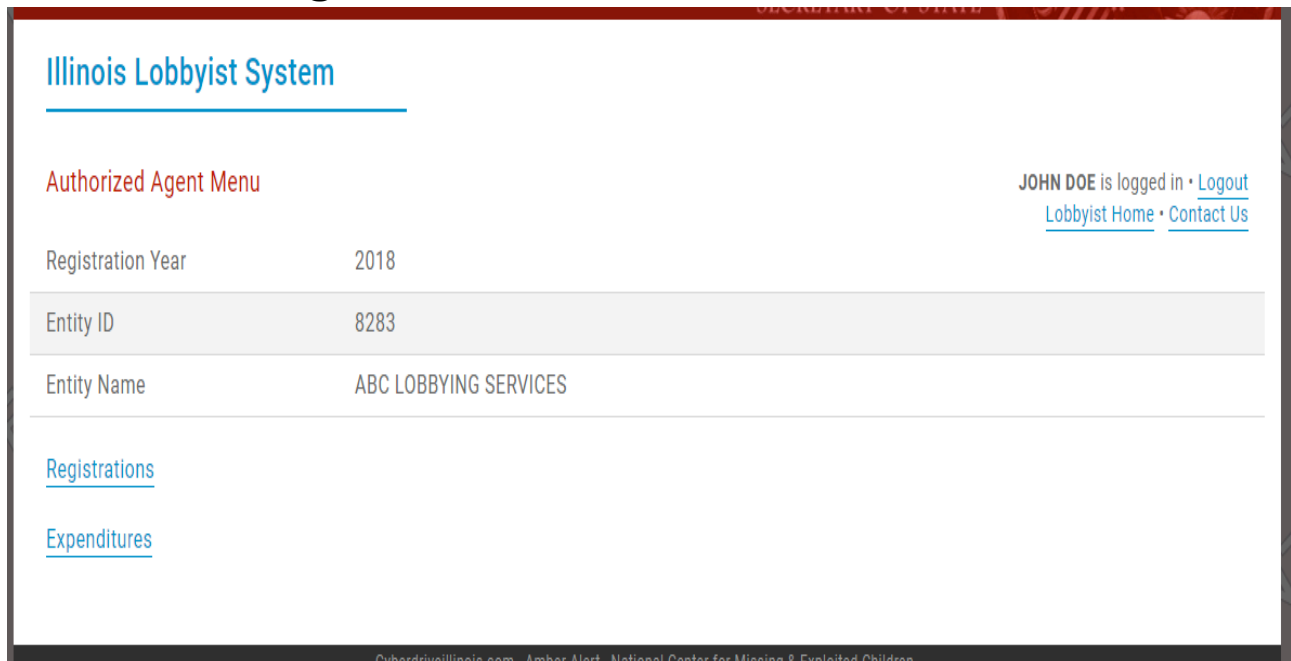
Cyberdrillillinois.com - Amber Alert - National Center for Missing & Exploited Children

To select the entity for which an expenditure report needs to be filed:

- ☐ Click the button beside desired **Company Name**,
- ☐ Select **Year***,
- ☐ Click *Continue*.

NOTE: Be sure to select the correct year for the expenditure filing.

Authorized Agent Menu



Illinois Lobbyist System

Authorized Agent Menu

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Registration Year	2018
Entity ID	8283
Entity Name	ABC LOBBYING SERVICES

[Registrations](#)

[Expenditures](#)

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All expenditure filings are accessed through this menu, including Original and Amended reports.

- ❑ Click *Expenditures*.

Select Expenditure

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Authorized Agent Expenditure Menu

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Registration Year	2018
Entity ID	8283
Entity Name	ABC LOBBYING SERVICES

Please select for which period you want to file Expenditures or Amend the Expenditures filed earlier.

2018 Nov 01 - Nov 15 - Period 21

Due: 11/20/2018

Create

2018 Oct 16 - Oct 31 - Period 20

Amend

Previous Screen

Enter expenditure reports by clicking on the *Create* button. If expenditure records have been entered, but not yet submitted, the button will appear as **Continue**. Once expenditure records have been submitted, the button will appear as **Amend**.

Expenditure Reporting Menu

Illinois Lobbyist System

Expenditures

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Registration Year	2018
Entity ID	8283
Entity Name	ABC LOBBYING SERVICES
Filing Period	Nov 01 - Nov 15 - Period 21
Filing Type	Original

Expenditure Reporting Menu

- If there are no expenditures to report, choose the continue button below.
- To Report Expenditures choose the add button next to expenditure type for which you want to enter an expenditure.
- To view or edit existing expenditure entries, choose the modify button next to expenditure type for which you want to enter an expenditure.
- After completion of all expenditure entries, choose continue to complete the information about the expenditure(s) that have been entered.

Itemized Schedule	Add	Modify
Large Gatherings Schedule	Add	Modify
Giveaways Schedule	Add	Modify
Grass Roots Lobbying Statement	Add	Modify

[Previous Screen](#)[Continue](#)

If there were no reportable expenditures made during the reporting period, click *Continue* and proceed to page 25.

If there are expenditures to report, click *Add* next to expenditure type that should be reported. If you need to amend previously entered records, click *Modify* next to the expenditure type to be amended. Proceed to pages 14-23 for specific Expenditure Schedule instructions.

Itemized Schedule

SECRETARY OF STATE

Illinois Lobbyist System

Itemized Schedule

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Registration Year	2018
Entity ID	8283
Entity Name	ABC LOBBYING SERVICES
Filing Period	Nov 01 - Nov 15 - Period 21
Filing Type	Original

Expenditure Date required

mm/dd/yyyy

Expenditure Amount required

\$

Expenditure Category required

Select One

Other Information

Lobbyist Name required

Select One

Check the applicable types of action the lobbying involved required

☐ Executive ☐ Legislative ☐ Administrative

Subject Matter required

For example HB01 and/or categorical topics; or, goodwill. 100 character limit

Description of the Expenditure required

100 character limit

Vendor Name required

Vendor Location

Vendor City required

Vendor Address

Vendor State required

Select One

Identify official(s) on whose behalf the expenditure was made by completing the data fields. Select the official who was the beneficiary of the expenditure, choose **Add Official** to identify the official with the expenditure. If only one official is the beneficiary of the expenditure choose **Save and Continue**.

If multiple officials benefit equally from the same expenditure, complete the data fields for each official, choose **Add Official** after each entry of an official until all the officials for the expenditure have been listed. Then choose **Save and Continue**.

Official's Employer required

CONSTITUTIONAL OFFICERS

Add Official

Save and Continue

Clear Form

Return to Reporting Menu

CyberdriveIllinois.com

Amber Alert

National Center for Missing & Exploited Children

See instructions on next page.

Itemized Schedule Instructions

This schedule is used for reporting any single expenditure made on behalf of an Official. The following information must be provided for each expenditure record:

- ☐ Enter expenditure date and amount;
- ☐ Select expenditure category;
- ☐ Select the name of the lobbyist who made the expenditure;
- ☐ Select type(s) of lobbying action;
- ☐ Enter subject matter;
- ☐ Enter description of expenditure;
- ☐ Enter vendor name;
- ☐ Enter vendor address or location (e.g., Capitol Bldg., Soldier Field, Rend Lake State Park);
- ☐ Enter vendor city and state;
- ☐ Select official's employer;
(Follow all steps through the agency, title, and name of Official.)
- ☐ Click *Add Official*; (If multiple officials equally benefit from the same expenditure, continue to enter the information for the additional official(s) and click *Add Official* after each entry.)
- ☐ Click *Save and Continue*.

Itemized Schedule (continued)

Illinois Lobbyist System

Itemized Schedule cont'd.

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Registration Year	2018
Entity ID	8283
Entity Name	ABC LOBBYING SERVICES
Filing Period	Nov 01 - Nov 15 - Period 21
Filing Type	Original

Clients/Sub-Clients
Select all the clients and/or sub-clients who were beneficiaries of this expenditure.

Entity ID	Client Name
<input type="checkbox"/>	8283 ABC LOBBYING SERVICES
<input type="checkbox"/>	8281 BIRD WATCHER ASSOCIATION
<input type="checkbox"/>	8280 XYZ CONSULTING

Save

Return to Reporting Menu

Use this screen to indicate all clients who were beneficiaries of the itemized expenditure.

- ☐ Click button beside the *Entity ID* of each client,
- ☐ Click *Save*.

NOTE: If your entity does not list any clients, only your registered entity's name is available to be selected as a beneficiary.

Itemized Records View Screen

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View Expenditures

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Registration Year

2018

Entity ID

8283

Entity Name

ABC LOBBYING SERVICES

Filing Period

Nov 01 - Nov 15 - Period 21

Filing Type

Original

List of Itemized Records

Rec. #	Date Created	Date	Amount	Category	Official's Name		
1	2018-11-15	2018-11-15	\$20.00	MEALS, BEVERAGES & ENTERTAINMENT	WHITE, JESSE	Edit	Delete
2	2018-11-15	2018-11-02	\$189.99	TRAVEL & LODGING	MADIGAN, MICHAEL J.	Edit	Delete

Add

Return to Reporting Menu

Review each entered record.

- ❑ If record information needs to be changed, click *Edit*.
- ❑ If record needs to be removed, click *Delete*.
- ❑ If an additional expenditure record must be reported, click *Add*.
- ❑ If all itemized expenditure records are complete, click *Return to Reporting Menu* to add additional types of expenditure records and/or proceed to the Expenditure Summary Report.

Large Gatherings Schedule

Illinois Lobbyist System

Large Gatherings ScheduleJOHN DOE is logged in • [Logout](#)
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Registration Year	2018
Entity ID	8283
Entity Name	ABC LOBBYING SERVICES
	Nov 01 - Nov 15 - Period 21
Filing Type	Original

Expenditure Date required

Expenditure Amount required

Estimated Number of Attendees required

Estimated Number of Officials Attending required

Description required

150 characters

Save

Clear Form

Return to Reporting Menu

This schedule is used when expenditures are incurred for hosting a reception or benefit to which 25 or more Officials are invited.

- ❑ Enter *Expenditure Date* of the event;
- ❑ Enter total *Expenditure Amount*;
- ❑ Enter *Estimated Number of Attendees*;
- ❑ Enter *Estimated Number of Officials Attending*;
- ❑ Enter brief *Description* of the gathering;
- ❑ Click *Save*.

Large Gatherings View Screen

Illinois Lobbyist System

[View Expenditures](#)

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Registration Year	2018
Entity ID	8283
Entity Name	ABC LOBBYING SERVICES
Filing Period	Nov 01 - Nov 15 - Period 21
Filing Type	Original

List of Large Gatherings Records

Rec. #	Date Created	Date	Amount	Category		
1	2018-11-15	2018-11-02	\$2,500.00	LARGE GATHERINGS	Edit	Delete
2	2018-11-15	2018-11-13	\$5,000.00	LARGE GATHERINGS	Edit	Delete

[Add](#) [Return to Reporting Menu](#)

Review each entered record.

- ❑ If record information needs to be changed, click *Edit*.
- ❑ If record needs to be removed, click *Delete*.
- ❑ If an additional expenditure record must be reported, click *Add*.
- ❑ If all Large Gatherings expenditure records are complete, click *Return to Reporting Menu* to add additional types of expenditure records and/or proceed to Expenditure Summary Report.

Giveaways Schedule

Illinois Lobbyist System

Giveaways ScheduleJOHN DOE is logged in • [Logout](#)
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Registration Year	2018
Entity ID	8283
Entity Name	ABC LOBBYING SERVICES
Filing Period	Nov 01 - Nov 15 - Period 21
Filing Type	Original

Expenditure Date required

Expenditure Amount required

Estimated Number of Officials Receiving Giveaway required

Description required

150 characters

Save

Clear Form

Return to View

This schedule is used when expenditures are incurred for generic gifts, product samples or substantially identical items given to 25 or more officials.

- ❑ Enter *Expenditure Date*;
- ❑ Enter total *Expenditure Amount*;
- ❑ Enter *Estimated Number of Officials Receiving Giveaway*;
- ❑ Enter brief *Description* of the giveaway;
- ❑ Click **Save**.

Giveaways View Screen

Illinois Lobbyist System

[View Expenditures](#)

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Registration Year	2018
Entity ID	8283
Entity Name	ABC LOBBYING SERVICES
Filing Period	Nov 01 - Nov 15 - Period 21
Filing Type	Original

List of Giveaways Records

Rec. #	Date Created	Date	Amount	Category		
1	2018-11-15	2018-11-11	\$550.00	GIVEAWAYS	Edit	Delete
2	2018-11-15	2018-11-11	\$900.00	GIVEAWAYS	Edit	Delete

[Add](#) [Return to Reporting Menu](#)

Review each entered record.

- ❑ If record information needs to be changed, click *Edit*.
- ❑ If record needs to be removed, click *Delete*.
- ❑ If an additional expenditure record must be reported, click *Add*.
- ❑ If all Giveaway expenditure records are complete, click *Return to Reporting Menu* to add additional types of expenditure records and/or proceed to Expenditure Summary Report.

Grass Roots Lobbying Statement

Illinois Lobbyist System

Grass Roots Lobbying Statement

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Registration Year	2018
Entity ID	8283
Entity Name	ABC LOBBYING SERVICES
Filing Period	Nov 01 - Nov 15 - Period 21
Filing Type	Original

Expenditure Date required

mm/dd/yyyy

Expenditure Amount required

\$

Expenditure Category required

Select One

Select Official
Identify official on whose behalf the expenditure was made.

Official's Employer required

Select One

Grass Roots Lobbyist Information

First Name required

Middle Name

Last Name required

Address 1 required

Address 2

City required

State required

Zip Code required

Telephone Number required

Telephone Ext.

Save

Clear Form

Return to Reporting Menu

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Use this statement to report an expenditure made by an individual as a result of a Grass Roots communication or event sponsored by the registered entity. *These statements allow member organizations or individual members to make and report expenditure(s) through the registered umbrella organization without having to register themselves as lobbyists.*

The following information must be provided for each expenditure record:

- ❑ Enter *Expenditure Date* and *Expenditure Amount*;
- ❑ Select *Expenditure Category*;
- ❑ Select *Official's Employer*;
(Follow all steps through the Agency, Title and Name of Official.)
- ❑ Enter *Name*, *Address* and *Phone Number* of Grass Roots Lobbyist who made the expenditure;
- ❑ Click *Save*.

Grass Roots Lobbying Statement View Screen

Illinois Lobbyist System

View Expenditures

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Registration Year

2018

Entity ID

8283

Entity Name

ABC LOBBYING SERVICES

Filing Period

Nov 01 - Nov 15 - Period 21

Filing Type

Original

List of Grass Roots Records

Rec. #	Date Created	Date	Amount	Category	Official's Name		
1	2018-11-19	2018-11-15	\$15.00	MEALS, BEVERAGES & ENTERTAINMENT	WHITE, JESSE	Edit	Delete
2	2018-11-19	2018-11-07	\$20.00	MEALS, BEVERAGES & ENTERTAINMENT	FRERICHS, MICHAEL W.	Edit	Delete

Add

Return to Reporting Menu

Review each entered record.

- ❑ If record information needs to be changed, click *Edit*.
- ❑ If record needs to be removed, click *Delete*.
- ❑ If an additional expenditure record must be reported, click *Add*.
- ❑ If all Grass Roots expenditure records are complete, click *Return to Reporting Menu* to add additional types of expenditure records and/or proceed to Expenditure Summary Report.

❑ Expenditure Reporting Menu

Illinois Lobbyist System

Expenditures

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Registration Year	2018
Entity ID	8283
Entity Name	ABC LOBBYING SERVICES
Filing Period	Nov 01 - Nov 15 - Period 21
Filing Type	Original

Expenditure Reporting Menu

- If there are no expenditures to report, choose the continue button below.
- To Report Expenditures choose the add button next to expenditure type for which you want to enter an expenditure.
- To view or edit existing expenditure entries, choose the modify button next to expenditure type for which you want to enter an expenditure.
- After completion of all expenditure entries, choose continue to complete the information about the expenditure(s) that have been entered.

Itemized Schedule	Add	Modify
Large Gatherings Schedule	Add	Modify
Giveaways Schedule	Add	Modify
Grass Roots Lobbying Statement	Add	Modify

[Previous Screen](#)[Continue](#)

After all expenditure records or amendments have been entered on the appropriate schedules, click *Continue*.

Expenditure Summary Report

Illinois Lobbyist System

Expenditure Summary Report

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Registration Year	2018
Entity ID	8283
Entity Name	ABC LOBBYING SERVICES
Filing Period	Nov 01 - Nov 15 - Period 21
Filing Type	Original

Below is a summary of totals by category. If anything needs to be changed, please go back to the Reporting Menu and correct the appropriate expenditure schedule. Grass Roots Expenditure Totals do not appear on the Expenditure Summary Report.

Itemized Expenditure Totals	
Category Type	Nov 01 - Nov 15 - Period 21
MEALS, BEVERAGES & ENTERTAINMENT	\$20.00
TRAVEL & LODGING	\$189.99
GIFTS	\$0.00
GIFTS BASED ON PERSONAL FRIENDSHIP	\$0.00
HONORARIA	\$0.00
OTHER	\$0.00
Total Amount	\$209.99

Totals for All Expenditures	
Category Type	Nov 01 - Nov 15 - Period 21
MEALS, BEVERAGES & ENTERTAINMENT	\$20.00
TRAVEL & LODGING	\$189.99
GIFTS	\$0.00
GIFTS BASED ON PERSONAL FRIENDSHIP	\$0.00
HONORARIA	\$0.00
LARGE GATHERINGS	\$7,500.00
GIVEAWAYS	\$1,450.00
OTHER	\$0.00
Total Amount	\$9,159.99

As authorized agent, I certify, pursuant to the Lobbyist Registration Act and Section 1-109 of the Code of Civil Procedure, the information contained in this report is true and complete to the best of my knowledge.

[Submit Expenditures](#) [Return to Reporting Menu](#)

Cyberdriveillinois.com • Amber Alert • National Center for Missing & Exploited Children

This report summarizes all reported expenditure amounts by category. The totals are automatically calculated based on the amounts entered on each of the expenditure schedules.

Please verify that the amount reflected is correct. If changes are necessary, click *Return to Reporting Menu* to access the schedules to be corrected. If all records are complete and the amounts are correct, click *Submit Expenditures*.

NOTE: Grass Roots Expenditure Totals do not appear on the Expenditure Summary Report.

An expenditure report is not considered filed until the *Submit Expenditures* button has been clicked and the information has been sent to the system.

Expenditure Filing Receipt

Illinois Lobbyist System

Expenditure Filing Receipt

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Do not use your browser's Back or Refresh button on this screen. Doing so may submit your expenditure filing multiple times.

Your transaction has been successfully completed! Please print this receipt page and keep it for your records. This is presented as a PDF document and should be opened in Adobe Acrobat Reader (DC) for the best result. Macintosh and Windows versions of the free Adobe Reader (DC) are available from Adobe at <http://get.adobe.com/reader/>.

Information for this Transaction

Date/Time of Expenditure Filing	2018-11-19 09:45:51.598(Central Time)
Expenditure Filing Period	Nov 01 - Nov 15 - Period 21
Expenditure Filing Type	Original
Registration Year	2018
Entity ID	8283
Entity Name	ABC LOBBYING SERVICES

[Print Expenditure Filings](#)[Print Receipt](#)

Email with the above information has been sent to the Authorized Agent at JOHNDOE@EMAIL.COM.

[Return to Authorized Agent's Entity List](#)

This screen serves as your receipt of the filed report. Please select ***Print Receipt*** to keep a copy for your records. The Index Department is unable to reproduce this screen again for the Authorized Agent.

Print Expenditure Filings enables you to obtain copies of all filed expenditure reports and schedules. After retrieving your printable copies, close the box and return to receipt screen.

The reports will print in the following order:

- Expenditure Summary Report;
- Itemized Schedule;
- Large Gatherings Schedule;
- Giveaways Schedule; and
- Grass Roots Lobbying Statement.

To complete additional transactions for this entity or for other entities, click ***Return to Authorized Agent's Entity List***.

If transactions are complete, select ***Logout*** in the upper-right corner.

LISTING OF OFFICIALS REQUIRED TO REPORT

The following is a list of positions and position titles deemed to be “Officials” for reporting purposes under The Lobbyist Registration Act (25 ILCS 170).

MEMBERS OF THE GENERAL ASSEMBLY

CONSTITUTIONAL OFFICERS

Governor
Lieutenant Governor
Attorney General
Secretary of State
Comptroller
Treasurer

ATTORNEY GENERAL'S OFFICE

Chief Deputy Attorney General
Chief of Staff
Counsel to the Attorney General
Deputy Attorney General/Child Support Enforcement
Deputy Attorney General/Civil Litigation
Deputy Attorney General/Criminal Justice
Deputy Attorney General/Springfield & Regional Coordination
Deputy Chief of Staff/Administration
Deputy Chief of Staff/Policy & Legislative Affairs
Senior Counsel to the Attorney General
Solicitor General

COMPTROLLER'S OFFICE

Assistant Comptroller – Fiscal Policy
Assistant Comptroller – Operations
Assistant Comptroller – Policy & Planning
Chief of Staff
Deputy Director of Legal Affairs
Director of Administrative Services & Budget
Director of Cemetery Care & Burial Trusts
Director of Communications
Director of Financial Reporting
Director of Human Resources
Director of Information Technology
Director of Internal Audits
Director of Issues Development
Director of Legal Affairs
Director of Legislative Affairs
Director of Local Government
Director of Research & Fiscal Information
Director of State Accounting
Legislative Liaison
Press Secretary
Purchasing Agent

LIEUTENANT GOVERNOR'S OFFICE

Chief of Staff
Deputy Chief of Staff - Communications
Deputy Chief of Staff - External Affairs
Deputy Chief of Staff - Legislative Affairs
Deputy Chief of Staff - Policy
General Counsel

SECRETARY OF STATE'S OFFICE

Chief Auditor
Deputy Chief Auditor
Deputy Chief of Staff
Deputy Director of Intergovernmental Affairs
Deputy Secretary of State/Chief of Staff
Director of Intergovernmental Affairs
Director of Policy and Programs
General Counsel
Inspector General
Press Secretary

Directors, Chief Deputy Directors and Deputy Directors of the following departments:

Accounting Revenue
Administrative Hearings
Archives
Budget and Fiscal Management
Business Services
Communications
Court of Claims
Driver Services
Index
Information Technology
Legislative Affairs
Library
Personnel
Physical Services
Police
Securities
Vehicle Services

TREASURER'S OFFICE

Chief Internal Auditor
Chief of Staff
Chief Procurement Officer
Deputy Chief of Staff for Administration
Deputy Chief of Staff for Programs
Deputy Director of Legislative Affairs
Deputy Press Secretary
Deputy Treasurer/Chief Fiscal Officer
Director of College Savings
Director of Communications
Director of Community Affairs
Director of Financial Education
Director of Human Resources
Director of Illinois Funds
Director of Information Technology
Director of Invest in Illinois
Director of Legislative Affairs
Director of Marketing
Director of Scheduling and Advance
Director of Technical and Support Services
Director of Unclaimed Property
General Counsel
Manager of Accounting
Manager of Banking
Manager of Warrant
Portfolio Manager
Press Secretary

GOVERNOR'S OFFICE

Chief of Staff
Deputy Chief of Staff - Economy & Labor
Deputy Chief of Staff - Education
Deputy Chief of Staff - Intergovernmental Affairs
Deputy Chief of Staff - Legislative Affairs
Deputy Chief of Staff - Operations
Deputy Chief of Staff - Public Safety
Deputy Chief of Staff - Social Services
Deputy Governor
Director of Communications
Director of Office of Management & Budget
Director of Policy Development
General Counsel

CODE DEPARTMENTS:

Directors, Assistant Directors and General Counsel of the following agencies:

Aging
Agriculture
Central Management Services
Children and Family Services
Commerce and Economic Opportunity
Corrections
Employment Security
Financial and Professional Regulation
Healthcare and Family Services
Human Rights
Human Services **
Illinois Power Agency
Insurance
Juvenile Justice
Labor
Natural Resources
Public Health
Revenue
State Police
Transportation **
Veterans Affairs

** Secretary, Assistant Secretary and General Counsel of these agencies.

NON-CODE DEPARTMENTS:

Directors, Assistant Directors and General Counsel of the following agencies:

Emergency Management Agency
Environmental Protection Agency
State Fire Marshal
Historic Preservation Agency
Military Affairs ***

*** Adjutant General, Assistant General and Judge Advocate General of this agency.

BOARDS, COMMISSIONS, TASK FORCES AND AUTHORITIES:

Members, Executive Directors and General Counsel of the following:

Boiler and Pressure Vessel Rules Board
Capital Development Board

Carnival-Amusement Safety Board
Charitable Trust Stabilization Committee
Chicago Transit Authority Board
Civil Service Commission
Commerce Commission
Comprehensive Health Insurance Board
Conservation Foundation
Court of Claims
Credit Union Advisors Board
Currency Exchange Advisors Board
Downstate Illinois Sports Facilities Authority Board
Education Labor Relations Board
Environmental Health Practitioners Board
Executive Ethics Commission
Gaming Board
General Assembly Retirement System, Board of Trustees
Health Facilities and Services Review Board
Higher Education, Board of
Historic Preservation Agency, Board of Trustees
Hospital Licensing Board
Human Rights Commission
Illinois Arts Council
Illinois Finance Authority
Illinois Global Partnership, Inc., Board of Directors
Illinois Housing Development Authority
Illinois Juvenile Justice Commission
Illinois Math and Science Academy, Board of Trustees
Illinois Medical District Commission
Illinois Public Safety Agency Network, Inc., Board of Directors
Illinois State Board of Investment
Illinois State Toll Highway Authority
Illinois Student Assistance Commission
Illinois Workers Compensation Commission
Joint Committee on Administrative Rules
Judges' Retirement System, Board of Trustees
Labor Relations Boards, State and Local
Liquor Control Commission
Local Records Commission
Lottery Control Board
Merit Commission for the Office of the Comptroller
Merit Commission for the Secretary of State
Metropolitan Pier and Exposition Authority
Motor Vehicle Review Board
Personnel Review Board for the Treasurer
Pollution Control Board
Prisoner Review Board
Property Tax Appeal Board
Purchased Care Review Board
Racing Board
Savings Institutions Board
Small Business Utility Advocate
Sports Facilities Authority Board
State Board of Education
State Board of Elections
State Employees' Retirement System, Board of Trustees
State Mining Board
State Police Merit Board
State Universities Retirement System, Board of Trustees
Teachers' Retirement System, Board of Trustees
Workforce Investment Board

FOR ADDITIONAL INFORMATION

For additional information about lobbyist expenditure reporting, please call the Secretary of State's Index Department at 217-782-7017. Index Department hours are Monday through Friday, 8 a.m. to 4:30 p.m., except official state holidays. You can contact the Index Department via email by selecting **Contact Us** at the top of each screen in the electronic lobbyist system.